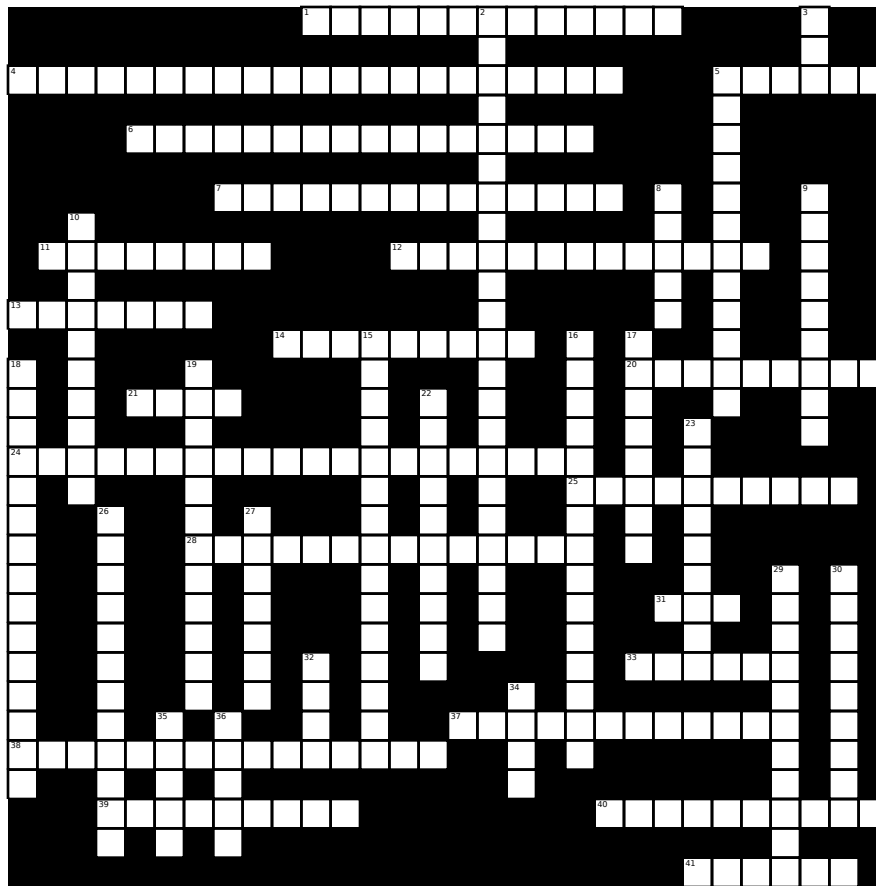


Career Terms Crossword Puzzle



Across

- 1 A process by which jobs within an organization are compared with one another to determine their relative worth.
- 4 Similar to prerequisites in course work, the _____ outline the minimum amount of specific education and experience that a candidate must possess. If you do not possess the minimum amount of education and/or experience, your application will be rejected.
- 5 A chosen pursuit; a profession or occupation. The general course or progression of one's working life or one's professional.
- 6 A general knowledge exam that deals with a variety of topics taken in order to gain a position in public service employment.
- 7 When quitting a job, it is customary to give this first _____.
- 11 The type of degree you have when you have earned the highest degree possible in your field.
- 12 A label employers often use on mid-career job-seekers who appear to have one of three flaws: too many years of experience, too much education, too highly paid in current or previous job.
- 13 You should attempt to fit your resume on this _____.
- 14 Listed on your resume to show when and where you went to school.
- 20 A formal meeting in person, especially one arranged for the assessment of the qualifications of an applicant
- 21 This is the _____ year of school you have attended if you only took each grade once.
- 24 The minimum number of credits you need to graduate from a regental university in South Dakota.
- 25 the activity of leading and a skill many employers seek
- 28 After every interview, you should send a this (3 words) thanking each person who interviewed you. It's just common courtesy, and only a small percentage of job-seekers actually perform this crucial ritual, so you'll stand out from the crowd.
- 31 The set of duties and the associated competencies assigned to an individual employee.
- 33 A brief account of one's professional or work experience and qualifications, often submitted with an employment application.
- 37 You should dress this way when you go to an interview.
- 38 Usually a two-year school that will allow you hands on training in a career.
- 39 the act or fact of being raised in position or rank : preferment
- 40 What you will attend on a Saturday afternoon in May and Mr. Benson will give you a diploma during.
- 41 Her phone went off in class 2nd hour on Thursday.

Down

- 2 A letter of support for your skills, ability, and work ethic, usually written by a former boss or co-worker, but could also be from a teacher or personal reference.
- 3 Boys should wear these to an interview.
- 5 Sets of knowledge, skills, and abilities an employee needs to successfully do their job.
- 8 an acronym that represents the federal financial aid papers filled out when you go to post-secondary school
- 9 An optional part of your resume, but something you should contemplate whether you place it on your resume or not. It can sharpen the focus of your resume and should be as specific as possible
- 10 People who you put on your resume who will give you a positive referral for a job.
- 15 are used to plan, organize and document education, work samples and skills. People use these to apply to jobs.
- 16 Most people graduate in four years from a college with this _____.
- 17 If college and tech school are not for you, this is another option that will allow you to serve your country.
- 18 these are the achievements you have had in your career. These key points really help sell you to an employer -- much more so than everyday job duties or responsibilities.
- 19 moneys you use to pay for college, but will need to be paid back at a later date.
- 22 _____ position will help you to gain experience in a given career field and help you to move up in your career.
- 23 Toward the end of most job interviews, the interviewer will give the job-seeker an opportunity to ask these. Doing so shows your interest in the position and employer.
- 26 moneys given to you as a college or tech school student that you do not have to pay back
- 27 A person who provides middle to upper level supervision over several work units or major sections of an organization.
- 29 _____ is a document sent with your resume to provide additional information on your skills and experience.
- 30 The minimum number of credits you need to graduate from high school.
- 32 A program at colleges nationwide that is an officer training program for the military.
- 34 Where college students live for at least their first year of college.
- 35 If you go to college or tech school, this is the classification type of secondary field of study.
- 36 If you go to college or tech school, you will need to choose one (or even two!) of these.